

Professional and Managerial Branch
Cultural Group
Arts Resources Series

ARTS TECHNICAL COORDINATOR

10/00 (WJS)

Summary

Under general supervision, coordinate technical aspects of producing City sponsored presentations, performing and visual arts.

Typical Duties

Plan and organize stage management activities for Arts Resources events including theatrical, musical or dance performances, and painting, photography or sculpture exhibits within budgetary limits. Involves: researching and adapting stage production, technical and procedural developments; reviewing contracts and production plans for props, displays, materials and equipment requested, and suggesting more economical alternatives available; arranging to buy or rent equipment from outside sources by preparing specifications and receiving bids as necessary; collaborating with Arts Program Coordinator and other department staff to develop master plan for installation, technical preparation and operation of stage equipment and materials to ensure objectives for various events are attained; determining stage layout requirements from set diagrams; developing procedural and technical improvements to enhance efficiency and effectiveness of productions.

Represent department's interests by synchronizing work of contracted crews or individuals, such as cooperative work study students, stagehands, wardrobe persons, temporary laborers, caterers, tuners, musicians, other artistic professionals, and skilled and semi-skilled theatrical or building trades workers. Involves: preparing and revising labor and material allocation, and production schedules; issuing written and oral specifications for and providing technical guidance to expedite work to meet deadlines or overcome difficulties in lay out, installation, handling, movement, placement, erection, modification, disassembly and storage of tables, chairs, other furniture, risers, scenery, properties, displays, pedestals, platforms, portable walls, rigging, curtains, draperies, sight lines, instruments and other stage equipment, and lighting, electrical and audio systems in and around performance areas or on wall spaces; monitoring and resolving problems with events in progress which includes improvising emergency substitutes for stage equipment or props; making minor adjustments or repairs to equipment, and requesting replacements for items with major malfunctions; inspecting work in progress and completed and initiating corrective measures to ensure compliance with local, state and federal building, operating, security, fire and other safety regulations; monitoring activities and evaluating results to ensure conformance to department policies, grant requirements and artistic standard in terms of such factors as technical quality, labor and materials used, and scheduled completion.

Participate in administrative functions. Involves: informing Director and other staff of available equipment and services and associated prices; preparing charges for equipment; compiling and reporting statistics such as time and costs of labor, material and equipment usage, and event set up, staging and tear down schedules and results; receiving and processing requests from event promoters and preparing subsequent invoices for supplies and services purchases or off-premises rental and installation of equipment, and tracing causes of and justifying variations in expenditures of City and grant funds from adopted program budget; assisting in annual budget preparation by furnishing estimates regarding contractor and volunteer labor, and material and equipment requirements for operational support of events planned or other information supporting requests for program or capital improvements; engaging in preliminary or assisting with final negotiations regarding scope and quality of City provided physical resources and support services as well as forecasted and actual charges; preparing technical specifications for material and equipment rentals and purchases; verifying receipt and acceptability of materials ordered; maintaining inventory and operational status of City property.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for miscellaneous projects or activities overseen by higher-graded, supervisory and non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to the functions of other positions for training purposes under close supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Bachelor of Fine Arts degree in Technical Theater, Arts Management or a related field; plus

one (1) year experience in theater technical design and lay-out or stage management; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: event preparation practices and procedures; electrical, audio and lighting requirements; design and layout venue grounds and stage facilities. Good knowledge of: forklift operations and other material handling equipment, and uses; maintenance and storage of staging platform risers, rigging, draping and allied theatrical properties; safe working practices; room setup requirements and diagrams, storage requirements; business English.

Ability to: read and understand rental contract agreements; read and draw scale event set design diagrams; determine space requirements; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, volume, rate, ratio; apply concepts of basic algebra and geometry; follow oral and written instructions; communicate information and ideas so others will understand; read and understand information and ideas presented in writing; interpret various instructions in written, oral, diagram, or schedule form; oversee assigned contract workers; establish and maintain effective working relationships with fellow employees, contractors, contracted workers, officials and the general public; prepare reports and maintain records; interpret technical specifications; solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists.

Skill in safe operation and care of: power and hand tools; lighting and audio systems, stage production materials; material movement and related theatrical equipment; motor vehicle.

Physical Effort & Work Environment: Frequent: mobility within a field and stage environment, including climbing bending and stooping. Occasional: lifting, carrying, pushing or pulling moderately heavy objects, averaging up to 50 pounds; exposure to inclement weather; driving through City traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

Special Requirements: Subject to call back during non-working hours in response to emergencies or unforeseen circumstances; work flexible schedules, holidays, weekends and mandatory overtime to oversee preparations for and during event productions.

Director of Personnel

Department Head